

Referral Guidelines

Employees, clients, alumni and friends of Clark Dietz are encouraged to refer qualified candidates for open positions posted on the company's website. Third parties are eligible to receive a referral bonus equal to 2.5% of the candidate's starting base salary if a candidate they refer is hired under the following conditions:

- Half of the referral bonus will be paid with two weeks of the referred employee's start date.
- The 2nd half of the bonus will be paid when the referred employee has completed ninety (90) calendar days of service and is still employed.
- Recruiters and employment agencies may submit candidates; however the referral bonus will be in lieu of any other compensation they would earn on the placement.
- Vendors who provide recruitment advertising or related services and have a current contract with the company are not eligible to receive a referral bonus.
- Seasonal and intern positions are not eligible for a referral bonus.
- A Referral Form must be received by HR prior to or in conjunction with a candidate's resume or application.
- In the event of multiple referrals for the same candidate, the first one received will take precedence.
- Referral forms will be kept for six (6) months from the date of receipt. If no hire is made within that time, the referral will no longer be eligible for a bonus.
- If a third-party referral results in a hire, the referring party must complete a W-9 form in order to receive payment. At the end of year a 1099 form will be issued for tax filing.

Referring Party Information

Name: _____ E-mail address: _____
Company Name: _____ Phone No: _____

Referral Information

Candidate Name: _____
E-Mail Address: _____
Phone No: _____
Position Referred For: _____
Location: _____

Why is this candidate qualified for this position?

I have read and understand the Clark Dietz's Referral Policy. I understand that if the candidate I referred is hired as a result of my referral within six (6) months from the date of receipt of this form, I will be eligible for a referral bonus.

Signature: _____ Date: _____

Please e-mail the completed form to the HR Team
hr@clarkdietz.com